

Alaska Career Lattice Tutorial:

Finding a new occupation—without obtaining a lot of additional education, training, or experience

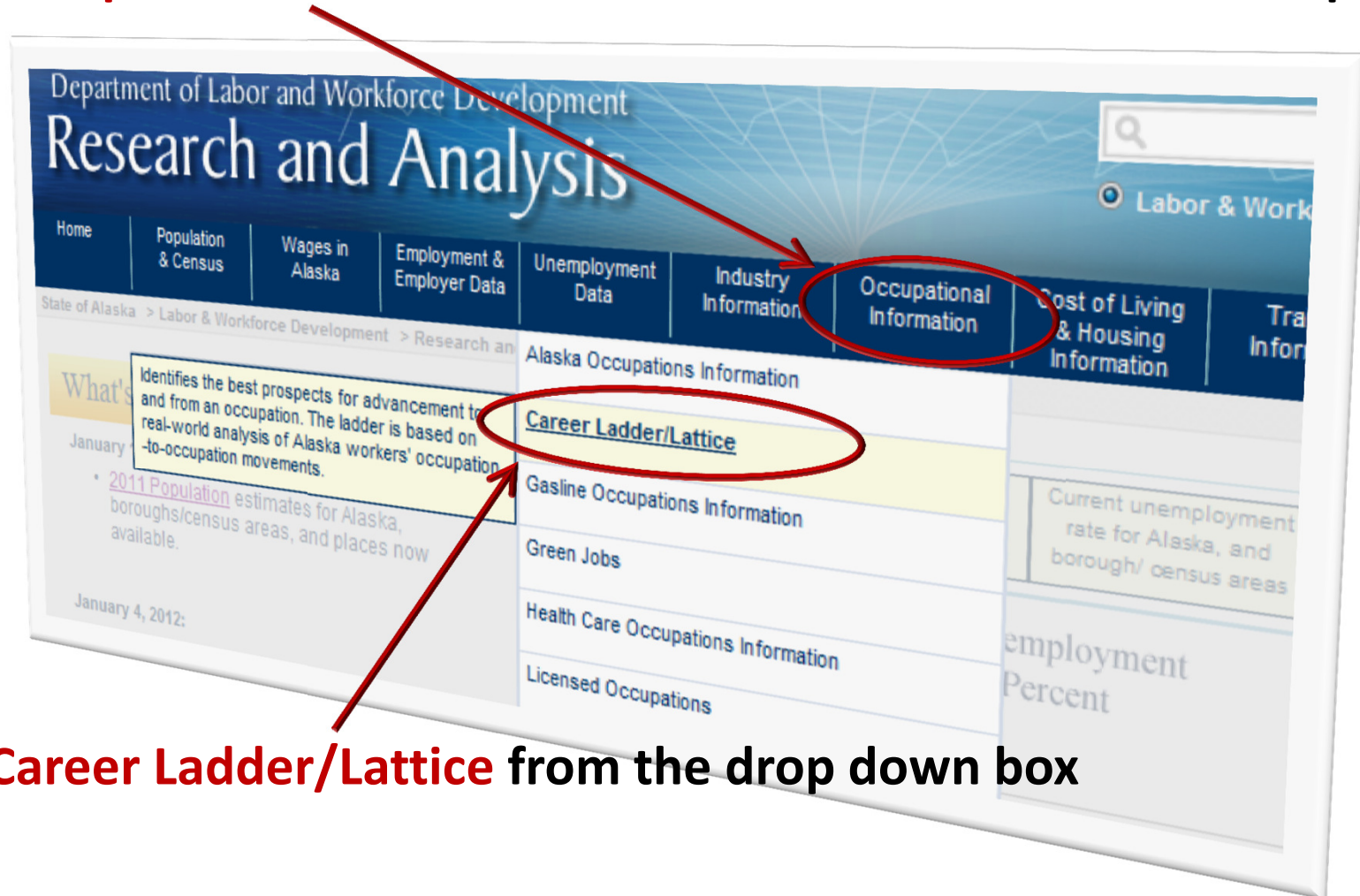
Examples of individuals that would benefit from this tutorial:

- **A worker who has lost a job and needs to find a job in a related occupation—immediately!**
- **A worker who wants to make a change to a different occupation that is at about the same level and that probably won't require further education or experience**

Alaska Career Lattice

Step 1: Open the Career Lattice Home Page

Choose **Occupational Information** from the blue bar across the top



Choose **Career Ladder/Lattice** from the drop down box

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Step 2: Select Your Current Occupation

Choose an occupation from the list.

The occupation you choose will be labeled as the “focus occupation.”

Welcome to the Alaska Career Lattice

The Alaska Career Lattice is designed to assist job seekers, career counselors, education administrators, and training providers identify occupations that are the most likely to lead to advancement to or from a particular occupation.

If this is your first time using the Alaska Career Lattice, you should take our simple “Using the Career Lattice” tutorial.

Choose an occupation below to get started, or:

[Restrict your search to green occupations](#)

[Restrict your search to health care occupations](#)

[Restrict your search to science, technology, engineering and math \(STEM\) occupations](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Abstractors, Title](#)

[Account Collectors](#)

[Accountants and Auditors](#)

[Accounting Clerks](#)

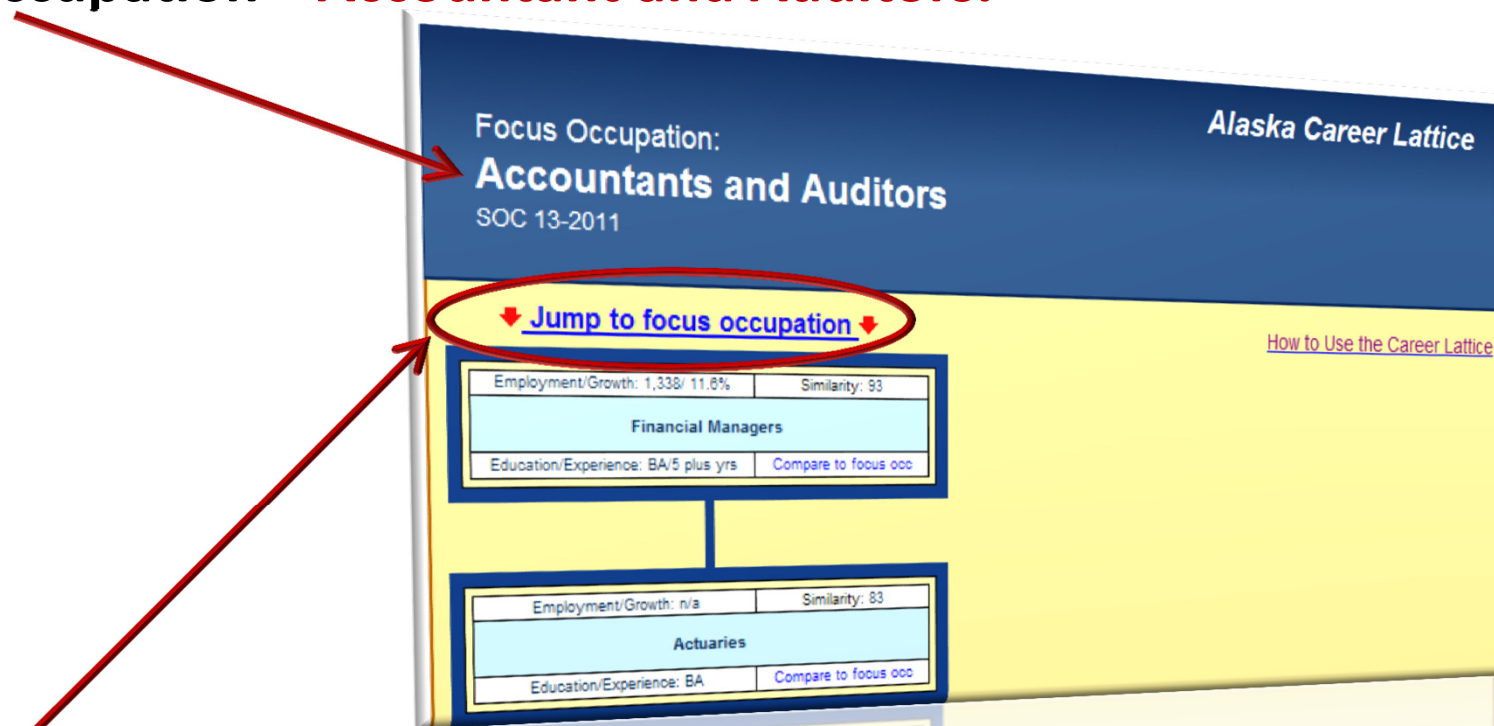
[Actors](#)

For this tutorial, select **Accountants and Auditors**

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Step 3: Click on the “Jump to Focus Occupation” link

You are now at the career lattice page for your chosen focus occupation—**Accountant and Auditors**.

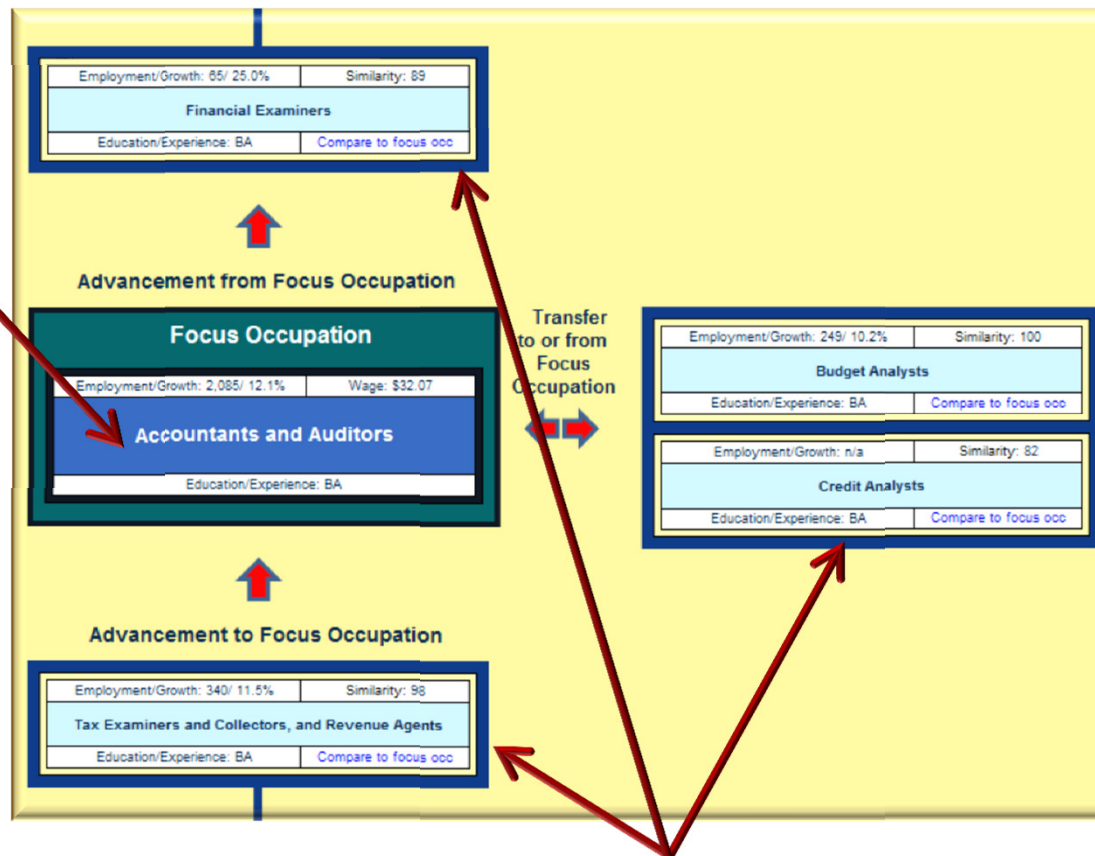


The focus occupation is at the vertical center of page and will not be visible. Click on the **“Jump to Focus Occupation”** link to move to the focus occupation.

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Step 4: Understanding the lattice page

The focus occupation (**Accountants and Auditors**) now appears at the vertical center.



The “**associated occupations**” that appear above, below and to the right of the focus occupation are those that are the most related to it.

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Step 4 Understanding the lattice page (continued)

The associated occupations were selected because our research showed that they are more related to the focus occupation than other occupations.

Our research was based on an analysis of 9 years of Alaska workers' occupation-to-occupation transitions and extensive analysis of job characteristics data.

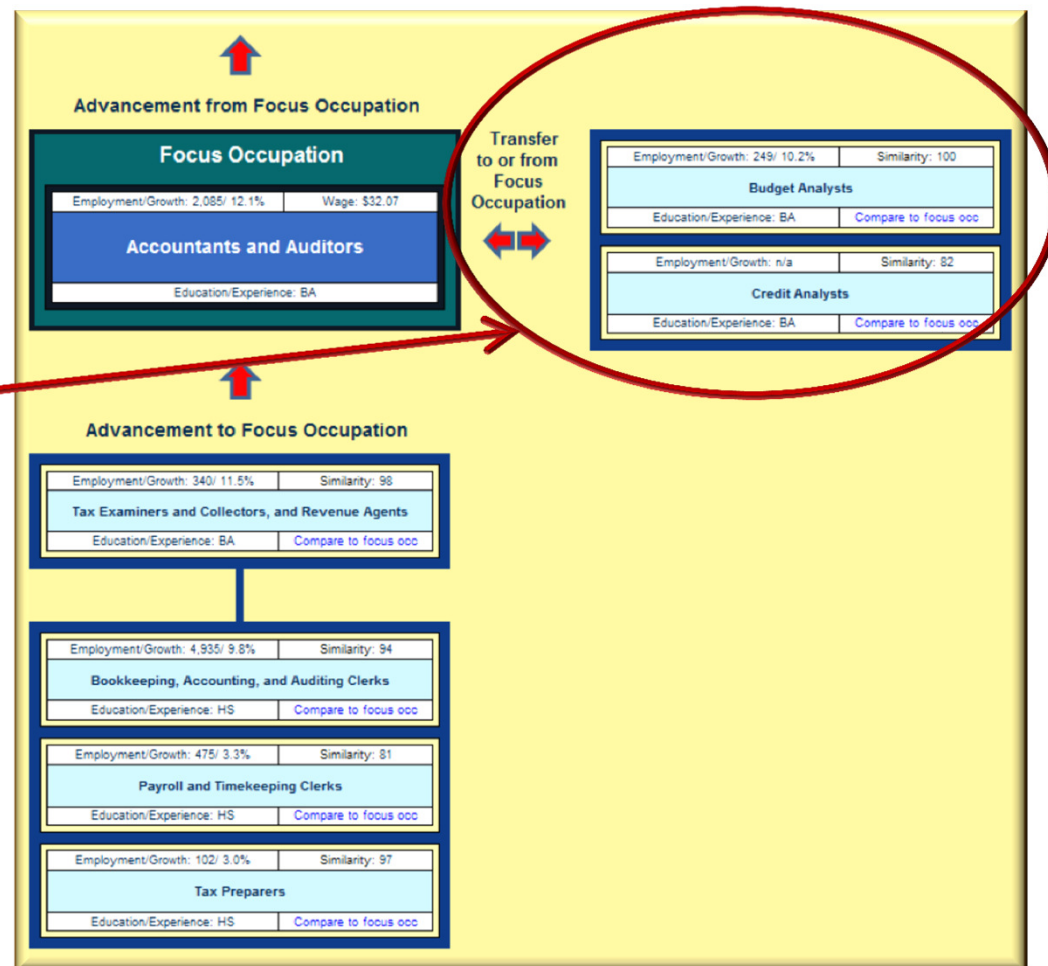
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Step 4 (continued)

Exploring occupations that provide the best opportunity for immediate transfer

Occupations to the right of the focus occupation provide the best opportunities for immediate transfer—without having to attain a lot of additional education, training or experience.

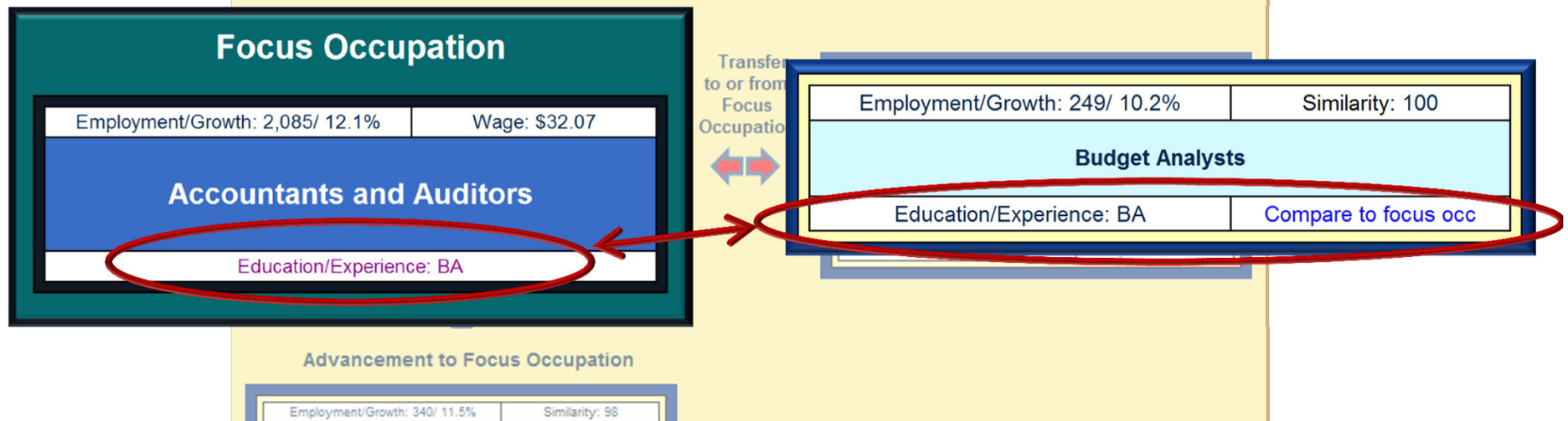
For example, an accountant may already have the type of experience and education he would need to become a budget analyst (top box of rung to the right of the focus occupation).



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Step 4 (continued)

Education and Experience



Education is an important consideration. The focus occupation requires a bachelor's degree and so does a Budget Analyst. So most accountants would not need additional education to make a transfer to a budget analyst position.

The fact that there is nothing listed for experience for either occupation does not mean that experience is not required for all positions in these occupations. It means that a bachelor's degree alone is sufficient to obtain an entry-level position in that occupation.

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Step 4 Education and Experience (continued)

You can find a list of education and training programs for an occupation by clicking on its education/ experience.

Click on the Education/Experience link for Accountants and Auditors to get a list of training programs in Alaska.

Focus Occupation

Employment/Growth: 2,085/ 12.1%	Wage: \$32.07
Accountants and Auditors	
Education/Experience: BA	

Training programs related to Accountants and Auditors

Alaska Pacific University
Accounting, BA

Charter College
Business Management and Technology: Computerized Accounting Concentration, BS

Ilisagvik College
Accounting I, Certificate
Accounting II, Certificate

University of Alaska Anchorage
Accounting, BBA
Accounting, AAS

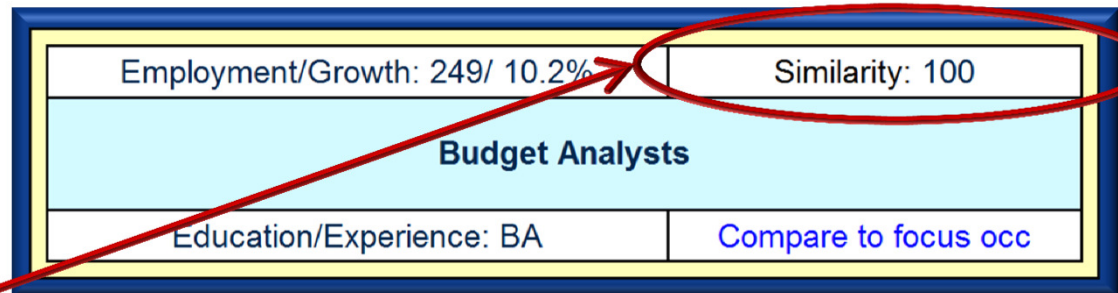
When done, return to the focus occupation by clicking the back button on your web browser

Step 4 (continued)

How similar are the occupations?

At the top right, there is a “similarity score” that indicates how strongly each occupation is linked to the focus occupation and how confident we are in the relationship.

This rating is based on our 9 year study of Alaska workers and extensive analysis of job characteristics. The maximum score is 100.



The screenshot shows a comparison interface for the occupation 'Budget Analysts'. A red circle highlights the 'Similarity: 100' score in the top right corner. A red arrow points from the text on the left to this score. The interface includes a table with the following data:

Employment/Growth: 249/ 10.2%	Similarity: 100
Budget Analysts	
Education/Experience: BA	Compare to focus occ

The similarity score for Budget Analysts is 100. This means it is very strongly related to the focus occupation (Accountants and Auditors)

Step 5: Comparing Job Characteristics

You can get a better idea of how an occupation compares to the focus occupation by clicking on the “Compare to focus occ” link.

This will bring you to a page that compares the two occupations on knowledge, skills, abilities and other job characteristics. This can give you an idea of what you need to improve on in order to prepare for the focus occupation.

Employment/Growth: 249/ 10.2%	Similarity: 100
Budget Analysts	
Education/Experience: BA	Compare to focus occ

Comparisons of Job Characteristics

Focus Occupation: Accountants and Auditors (13-2011)

Associated Occupation: Budget Analysts (13-2031)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

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0

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Focus occupation element is much lower

Focus occupation element is lower

Focus occupation element is at a similar level

Focus occupation element is at a higher level

Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 98

Focus Occupation: Accountants and Auditors (13-2011)

Associated Occupation: Budget Analysts (13-2031)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Economics and Accounting	4.4	19.2	19.2	0 Current knowledge level may be sufficient
Mathematics	9.2	15.9	13.9	< Expanded education and/or training may be required
Administration and Management	8.4	14.7	12.3	< Expanded education and/or training may be required
Clerical	7.3	12.9	10.4	< Expanded education and/or training may be required
Personnel and Human Resources	5.6	9.1	8.5	0 Current knowledge level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

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Step 5 (continued)

Comparing Abilities

Tip: to get definitions of the abilities listed in the first column, click on the column header.

Scroll down until you see the table labeled Abilities. This table compares the abilities of Budget Analysts and Accountants and Auditors.

The first column in the table shows the key abilities for Budget Analysts (the associated occupation).

The next three columns show ratings for the focus occupation (Accountants and Auditors) and the associated occupation as well as the average score for all occupations combined. For example, in Mathematical Reasoning both occupations are well above the average of 6.3 and the associated occupation (Budget Analysts) scores a bit higher than the focus occupation (14.0 to 13.2).

Abilities		Similarity of Focus Occupation to Associated Occupation: 9				
Focus Occupation: Accountants and Auditors (13-2011)						
Associated Occupation: Budget Analysts (13-2021)						
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating			
Number Facility	6.3	15.0	13.3	<		Some in
Written Comprehension	11.0	14.3	14.6	0		Current
Mathematical Reasoning	6.3	14.0	13.2	0		Current
Oral Comprehension	12.5	13.5	13.8	0		Current
Oral Expression	12.4	13.2	14.0	0		Current
Problem Sensitivity	11.1	12.2	13.2	0		Current
Deductive Reasoning	10.6	11.8	13.0	>		Current
Written Expression	9.8	11.8	12.4	0		Current
Inductive Reasoning	10.2	11.6	12.5	0		Current
Memorization	5.6	7.6	6.7	<		Some in

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Step 5 Comparing Abilities (continued)

The final column gives you an evaluation of the ratings. For the most part, an accountant seeking a position as a budget analyst would be sufficiently strong in the key abilities.

Abilities		Similarity of Focus Occupation to Associated Occupation: 98			
Focus Occupation: Accountants and Auditors (13-2011)					
Associated Occupation: Budget Analysts (13-2031)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Number Facility	6.3	15.0	13.3	<	Some improvement in abilities may be required
Written Comprehension	11.0	14.3	14.6	0	Current ability level may be sufficient
Mathematical Reasoning	6.3	14.0	13.7	0	Current ability level may be sufficient
Oral Comprehension	12.5	13.5	13.8	0	Current ability level may be sufficient
Oral Expression	12.4	13.2	14.0	0	Current ability level may be sufficient
Problem Sensitivity	11.1	12.2	13.2	0	Current ability level may be sufficient
Deductive Reasoning	10.6	11.8	13.0	>	Current ability level is likely sufficient
Written Expression	9.8	11.8	12.4	0	Current ability level may be sufficient
Inductive Reasoning	10.2	11.6	12.5	0	Current ability level may be sufficient
Memorization	5.6	7.6	6.7	<	Some improvement in abilities may be required

You might want to browse some of the other tables on this page. The Knowledge and Skills tables work the same way as the Abilities table. There are also tables that show work activities and tools and technologies that the two occupations have in common.

When done, return to the focus occupation by clicking the back button on your web browser

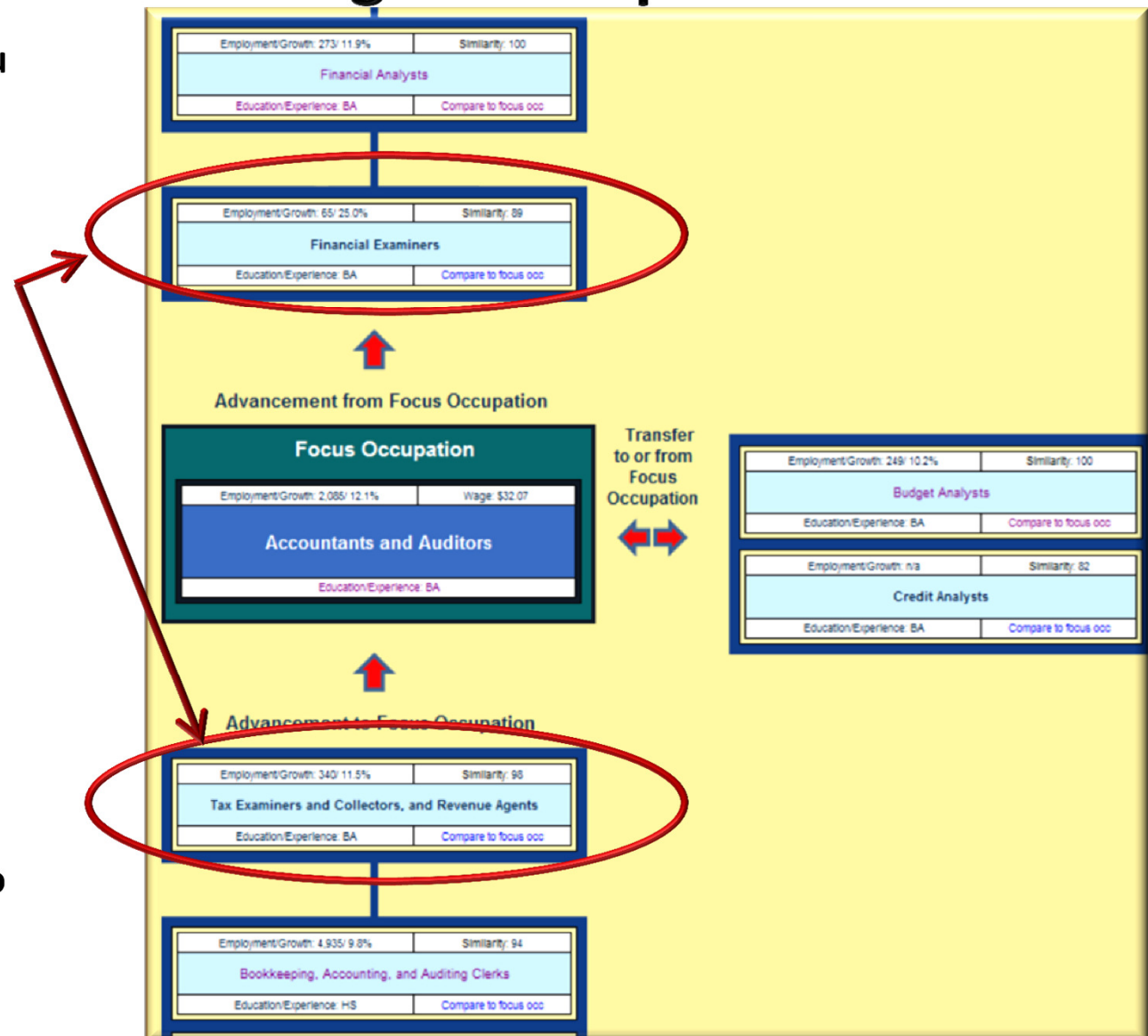
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Step 5 Considering other options

If you need a job quickly, you may also want to consider the occupations that are just above or just below the focus occupation.

Depending on the specific type of work you are doing and the number of years of experience you have, you may already qualify for a position that is at a somewhat higher level.

And if you can't find a job at or above the level of your current job, you may need to consider a position at a lower level.

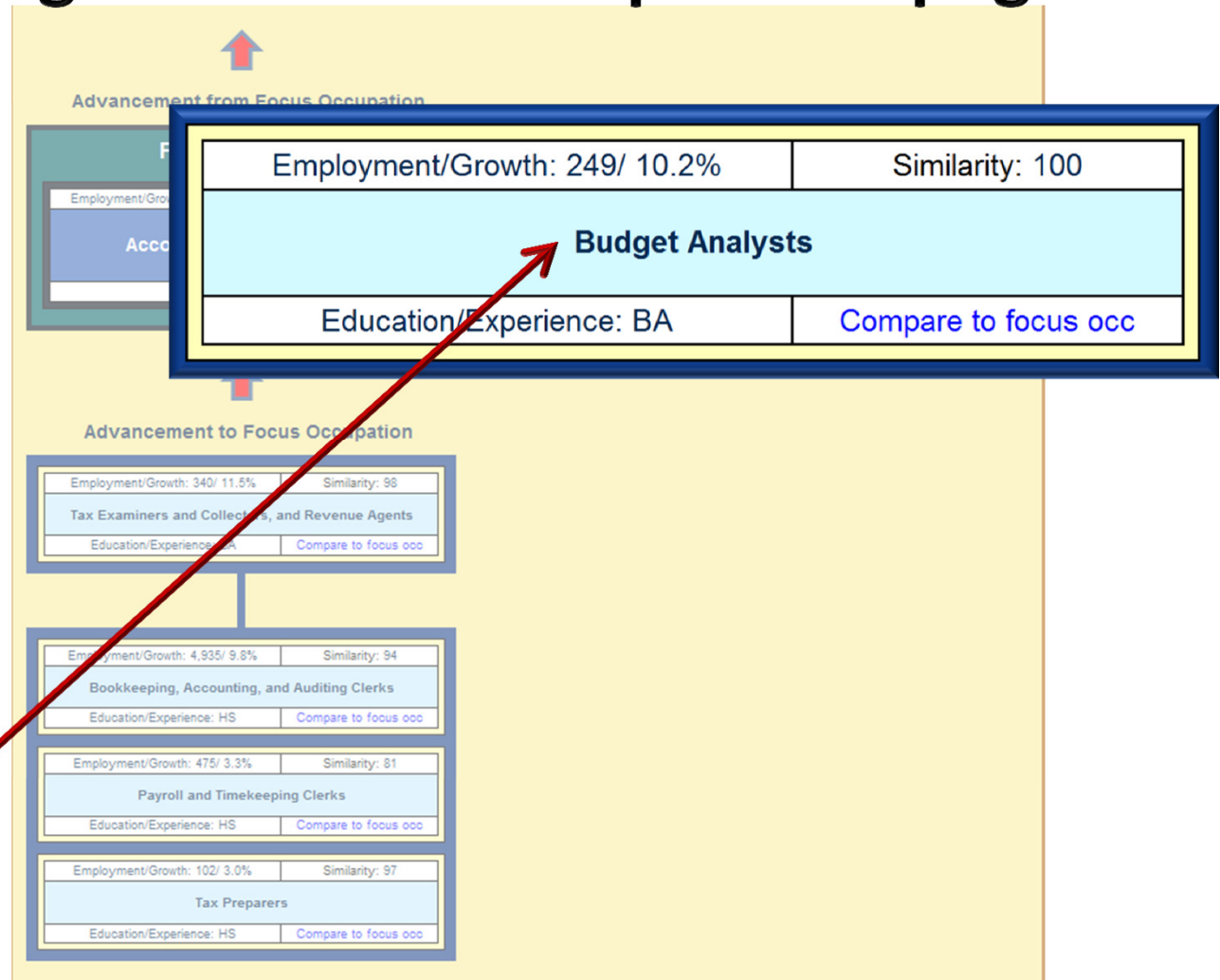


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Step 6: Linking to another occupation's page

All of the occupations on the focus occupation's page are related to the focus occupation but they are not necessarily related to each other. By going to an associated occupation's page you can see what other opportunities it might provide.

For this tutorial, click on the Budget Analysts title.



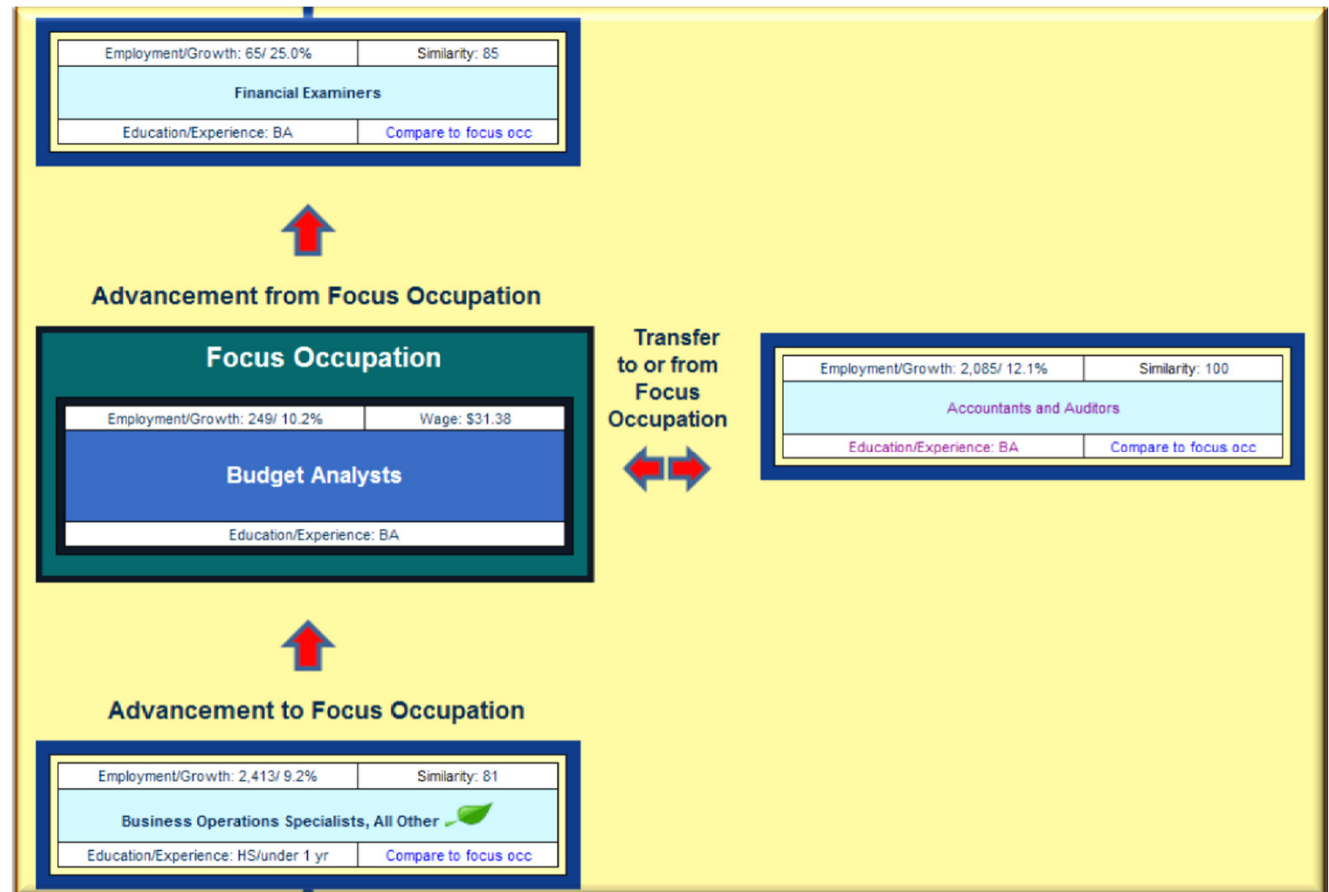
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Step 6: Linking to another occupation's page (continued)

You should now be at the Budget Analysts career lattice page.

Click on the “Jump to focus occupation” link to put the focus occupation box in the center of the page.

As you can see, Budget Analysts are directly linked to some occupations that don't appear on the Accountants and Auditors page.



Alaska Career Lattice

Learn More

You can learn more about the Alaska Career Lattice from the “Career Lattice Information” box that appears at the far right of every page:

Restrict your occupation list to green occupations, healthcare occupations or Science, Tech, Engineering and Math (STEM) occupations by clicking on one the filtered lattice links.

Learn more about what went into the lattice by clicking on the “How the Lattice Was Developed” link.

Read the Alaska Economic Trends article on the Career Lattice.

Career Lattice Information

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